

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 4320 **TITLE:** ASSISTANT COUNTY ATTORNEY IV **GRADE:** L-04

DEFINITION:

Under general supervision, to perform a variety of civil law work, to include individual responsibility for minor cases and subordinate responsibility for major cases; and to do related work as required.

ILLUSTRATIVE DUTIES:

Represents the County in minor civil suits;
Serves as assistant counsel in major civil suits;
May assign aspects of case preparation and presentation to lower-level attorneys;
Conducts legal research;
Writes legal briefs as assigned, reviews, and drafts ordinances and resolutions and other legal documents;
Advises members of the County staff on legal matters;
Advises individuals on aspects of civil law and County ordinances and resolutions;
Approves the legal form of deeds decrees, leases, contracts, and other legal documents;
Prepares reports and correspondence on legal matters.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the sources of legal reference;
Knowledge of the principles and practices of law;
Knowledge of judicial procedure and rules of evidence;
Knowledge of local, state and federal laws and court decisions affecting the practice of law at the county level;
Ability to learn Fairfax County ordinances and resolutions;
Ability to analyze facts and reach logical conclusions;
Ability to express ideas effectively, both orally and in writing;
Ability to present and argue cases in court and meet unanticipated problems;
Ability to maintain effective working relationships with associates, County officials and the public.

EMPLOYMENT STANDARDS:

Must be an active member in good standing of the Virginia State Bar.

(For Assistant County Attorneys hired on or before December 31, 1997) Two years of experience in the practice of civil law in the employ of a municipal or county government, or acceptable equivalent experience.

(For Assistant County Attorneys hired on or after January 1, 1998) Two and one-half years of experience in the practice of civil law in the employ of a municipal or county government, or acceptable equivalent experience.

CERTIFICATES AND LICENSES REQUIRED:

License to practice law in the state of Virginia.

NECESSARY SPECIAL REQUIREMENTS:

All positions allocated to the County Attorney series are under the Fairfax County Merit System of personnel administration and are limited to full-time employment and preclude the private practice of law. However, the phrase "private practice of law" does not include the provision of pro bono publico legal services in a pro bono legal services program approved by the County Attorney and in accordance with the policy of the County Attorney governing participation in an approved program.

REGRADE/RETITLED:	April 3, 2006
REVISED:	December 1, 2004
REVISED:	January 24, 2001
REVISED:	February 13, 1998
ESTABLISHED:	January 8, 1990